



Image Reproduction Price List (Effective November 2003)

Photograph Archives
Utah State Historical Society

PHOTOGRAPHIC PRINTS *Please allow approximately two weeks for completion.*

Print Size	RC Paper (glossy or matte)	Fiber Base Paper (glossy or matte)
4 x 5	\$ 5.00	\$ 8.00
5 x 7	\$ 10.00	\$ 14.00
8 x 10	\$ 15.00	\$ 20.00
11 x 14	\$ 20.00	\$ 30.00
16 x 20	\$ 30.00	\$ 45.00
20 x 24	\$ 50.00	\$ 60.00

SEPIA TONING (Fiber Base Prints Only)

8 x 10 or smaller	\$ 1.00 per print
11 x 14 or larger	\$ 4.00 per print

LASER / COLOR PHOTOCOPIES

8 ½ x 11	\$ 3.00
11 x 17	\$ 4.50

SLIDES (35mm transparencies)	\$ 5.00
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SCANNED IMAGES (TIF file on CD)	\$ 7.00
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PHOTOS TAKEN W/ OWN CAMERA (By special permission)	\$.50
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MAILING

Standard	\$ 4.00
Special Orders	Based on individual order

RUSH ORDERS

Prints / Slides (4 slides minimum)	5 Working Day Rush 2 Working Day Rush	\$ 2.00 per print / slide 75% of cost of print/slide
Laser Copies / Scanned Images	2 Working Day Rush	\$ 1.00 per copy / scan

SPECIAL REQUEST SERVICES

Negative Rental (For oversize prints)	\$ 15.00
4 x 5 Transparency	cost plus \$ 10.00
VHS copy of film	\$ 20.00 per film
Mailing for VHS cassettes	\$ 4.00 per cassette
ZIP Disk	\$ 10.00



Image Order and Permissions Form

**Utah History Research Center
Utah State Historical Society
300 Rio Grande St.
Salt Lake City, UT 84101-1182
Ph: (801) 533-3535 FAX: (801) 533-3504**

Order #06 -- _____

Taken by: _____

Name			Date
Organization			
Address			
City	State	Zip	E-mail
Phone: Work		Home	FAX

Classification or Collection #	Photo Number	Description	Digital Resolution	Print Size or Format	Print Paper Type		Print Finish		Duplicatio n Cost	Use Charge
					RC	Fiber	Glossy	Matte		
						Sepia				
						Sepia				
						Sepia				
						Sepia				
						Sepia				
						Sepia				
						Sepia				
						Sepia				
If more lines are needed, please continue on Supplementary Order Form(s)						SUBTOTAL				

If more lines are needed, please continue on Supplementary Order Form(s)

SUBTOTAL from Supplementary Order Form(s)			
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<i>RUSH</i>	<input type="checkbox"/> 2-DAY	<input type="checkbox"/> 5-DAY	
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SHIPPING

<input type="checkbox"/> Federal Express: Account # _____		<input type="checkbox"/> Will Call	<input type="checkbox"/> Mail
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TOTAL		
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METHOD OF PAYMENT (Please do not send cash. Checks and money orders must be in U.S. funds only)

<input type="checkbox"/> Credit Card <input type="checkbox"/> IAT (State Government Agencies) Please fill in FINET CODES below <input type="checkbox"/> Cash/Check (50% Deposit Required)				
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FUND	AGENCY	ORG	APPROP	EXP/REV	REPT CAT
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BALANCE DUE		
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CREDIT CARD INFORMATION

<input type="checkbox"/> VISA <input type="checkbox"/> MC Card Number:		Exp. Date:
Name on Card:		Ordered: <input type="checkbox"/> in Person <input type="checkbox"/> by Mail/FAX <input type="checkbox"/> by Phone

Office Use Only		
Cash PIF		
Invoiced		

Signature:

CC

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Name

Order #06-- _____

[illegible]

						Sepia				
						Sepia				
						Sepia				
						Sepia				

SUBTOTAL		
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Image Use Permission Form

UTAH STATE HISTORICAL SOCIETY

Image Use Policy

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Intended Use of Images			Use Charge per Image
<input type="checkbox"/> Commercial Use	<input type="checkbox"/> Non-Commercial Use	<input type="checkbox"/> Private Research / Personal Use	

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- I agree to abide by the policy stated above.

Signature

Date

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Utah State Historical Society

Date